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Job details

Job 1 of 1

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APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

Requirements [REQUIREMENTS:](#)

Must be permanent employees of the County of Los Angeles who currently hold the payroll title of Senior Secretary II and have passed their initial probationary period.

Interested candidates who meet the [Requirements](#) are invited to apply by submitting an application ONLINE ONLY and fax or email supporting documents within five (5) business days from the time of filing:

1. A cover letter with EMPLOYEE NUMBER and resume;
2. Copies of last two Reports of Performance Evaluation;
3. Copies of past two years' Prime Variance Time History Report;

The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. All submitted documents will be evaluated and **only the most qualified candidates will be scheduled for an interview.** Successful candidates must complete a background review which includes a review of their official personnel folder and reference check.

Requested materials should be emailed to hrrcruitment@rrcc.lacounty.gov Attention: Brittany Crowder. In your email, please provide your name, phone number, employee number, and position title.

We may close this transfer opportunity announcement at any time without prior notice.

Desirable Qualifications

The ideal candidate possesses the following knowledge, skills, and abilities:

1. Strong verbal and written communication skills.
2. Excellent interpersonal skills and demonstrated ability to interact effectively with all levels of staff.
3. Dependable and resourceful; able to prioritize tasks.
4. Proficient in the operations of Microsoft Word, Excel, PowerPoint, and

Outlook.

5. Strong organizational skills and ability to work independently to produce an accurate and thorough work product.
6. Excellent attendance record.
7. Experience with timekeeping functions and usage of eCAPS.
8. Ability to handle high profile assignments.

Duties

1. Screens a high volume of calls, furnishes requested information and takes detailed messages for the Division Manager; independently assists with inquiries and calls which do not require the attention of the Division Manager.
2. Makes appointments and arranges conferences and meetings for the Division Manager or the Division staff as required.
3. Checks and/or proofreads materials submitted for manager's attention to ascertain that all relevant data, files, signatures, etc., are included.
4. Orders and maintains supplies for the Division.
5. Acts as intermediary between manager and staff; transmits verbal and written messages, orders, and requests.
6. Acts as liaison for the Division Manager with other departments, agencies, and jurisdictions.
7. Receives, logs and distributes mail and documents as appropriate.
8. Assists Chief Executive Office staff as required.

Vacancy Information

The vacancy is located at Registrar-Recorder/County Clerk Headquarters, 12400 Imperial Highway, Norwalk, CA 90650.

Contact Name Brittany Crowder

Contact Phone (562) 462-3396

Contact Email hrreruitment@rrcc.lacounty.gov

Job Field Secretarial

Job Type Administrative Support

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